

Clinician Investigator Program Advisory Committee (CIPAC) Terms of Reference

The Clinician Investigator Program Advisory Committee (CIPAC) has a structure and purpose similar to that of specialty committees which are established for every specialty and subspecialty recognized by the Royal College. The Clinician Investigator Program (CIP) is a unique program in that it is classified as a "Subspecialty by Accreditation Special Program" and upon successful completion, results in attestation without certification. Given this uniqueness, the CIPAC's activities are different than other committees supported by the Specialties Unit. The role of the CIPAC is to advise the Royal College on discipline-specific content issues (e.g., standards, credentials, and accreditation).

Advisory committee:

- advises the Accreditation Committee on matters including the basic accreditation requirements, applications for accreditation of new programs, assessment of pre-survey questionnaires and recommendation of accreditation status;
- advises the Credentials Committee on assessment of individual credentials;
- advises other committees of the Royal College such as the Executive Committee, Regional Advisory Committees and the Biomedical Ethics Committee on matters relevant to the discipline;
- revises discipline specific documents as needed;
- liaises with the national specialty society on educational issues and collaborates to ensure the sustained health of the discipline

Generally, committee members should possess the following key competencies:

- Royal College fellow in good standing
- Certification and clinical and educational expertise relevant to the specific discipline.

The usual term of office is one two-year term, renewable twice (maximum of six years).

Responsibility and Authority:

The advisory committee is monitored by the Committee on Specialties and ultimately reports to the Education Committee in matters related to the discipline.

Committee composition

The CIPAC is unique in its composition in that it does not mirror the membership of Royal College specialty committees which mandate that program directors cannot be voting members. The CIPAC consists of voting and non-voting members as follows:

Voting members

The voting member group consists of eight members who include:

- the chair;
- vice-chair/chair-elect;
- two program directors from each of the three geographical regions of Canada where there are accredited CIP programs:
 - Western Canada (University of British Columbia, University of Calgary, University of Alberta, University of Saskatchewan, University of Manitoba);
 - Ontario (Western University, McMaster University, University of Toronto, University of Ottawa, Queen's University);
 - Québec & Maritimes (McGill University, Université de Montréal, Université de Sherbrooke, Université Laval, Dalhousie University).

Voting members may play an additional role to that of regional representative (e.g., observer from the national specialty society, etc.).

Residency program directors have a direct responsibility to their institution, program and trainees which may create a real, potential or perceived conflict with the performance of the responsibilities of a voting member on the CIPAC. Therefore, this risk must be managed as part of the committee activities (see *Confidentiality and Specialty Committee Business*).

Non-voting members

Non-voting members consist of:

- Residency program directors from each of the accredited programs form the non-voting member group;
- A representative from the Canadian Society of Clinical Investigation (CSCI);
- Two resident members.

Voting Guidelines:

Half of the committee's voting members, including the chair, shall constitute a quorum.

Meetings:

The advisory committee must meet at least once per year.

2015-07-14